

2013 MANUFACTURING

ACADEMIC		
AA		COMMUNICATION AND TEAMWORK
AA	001	Read and process information and follow instructions
AA	002	Read material and describe concepts
AA	003	Use correct pronunciation
AA	004	Use correct spelling
AA	005	Write with accuracy, brevity, and clarity
AA	006	Knowledge of conflict and resolution techniques
AA	007	Possess basic computer keyboarding skills
AA	008	Understand basics of interpersonal communication (e.g., listening, written, oral)
AB		MATH AND MEASUREMENT
AB	001	Add, subtract, multiply, and divide four-digit numbers with the use of a calculator
AB	002	Add, subtract, multiply, and divide four-digit numbers without the use of a calculator
AB	003	Apply basic math functions to solve problems
AB	004	Convert between US and metric measurement systems
AB	005	Convert fractional measurement to decimal measurement
AB	006	Compute within measurement systems
AB	007	Document results of measurement activities and calculations
AB	008	Calculate with percents, rate, ratio, and proportion with the use of a calculator
AB	009	Make reasonable estimates of arithmetic results without the use of a calculator
AB	010	Use hand calculators
AC		BUSINESS PLANNING AND OPERATIONS
AC	001	Identify the organizational need for profit
AC	002	Define the term "profit"
AD		LEARNING SKILLS
AD	001	Identify personal preferred learning styles
AD	002	Demonstrate ability to learn new process steps
AD	003	Implement new process steps given oral instructions
AD	004	Read process instructions and implement appropriate steps
EMPLOYABILITY		
EA		COMMUNICATION AND TEAMWORK
EA	001	Read documentation, such as computer manual, to determine actions for specific situations
EA	002	Organize materials with a logical flow
EA	003	Interpret and clarify directions prepared by others
EA	004	Communicate with customer to establish requirements
EA	005	Understand team concepts
EA	006	Write steps of an occupational process using sentences and statements as appropriate
EB		WORKPLACE SAFETY AND HEALTH
EB	001	Assume responsibility for the personal safety of self and others
EB	002	Maintain a clean and safe work environment
EB	003	Demonstrate a positive personal attitude towards safety
EB	004	Comply with established safety practices
EB	005	Identify fire exits and fire-fighting equipment
EB	006	Report unsafe practices to appropriate personnel
EC		PROBLEM SOLVING
EC	001	Explain the value of applying a problem-solving system
EC	002	Apply a system of problem solving
EC	003	Identify opportunities for applying problem-solving techniques
ED		QUALITY ASSURANCE
ED	001	Explain the effect of quality on profit
ED	002	Identify the effects of continuous quality improvement
ED	003	Identify your customers

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EE		BUSINESS PLANNING AND OPERATIONS
EE	001	Identify the components that lead to customer satisfaction
EE	002	Identify possible actions that may lead to customer dissatisfaction
EE	003	Identify the ways that the level of customer satisfaction may affect company success
EE	004	Explain the importance of a business reputation
EE	005	Identify the ways that customer satisfaction influences a business reputation
EF		WORKFORCE ISSUES
EF	001	Recognize the difference between a team environment workplace and a conventional workplace
EF	002	Identify the characteristics of a diverse workforce
EF	003	Identify good ethical characteristics and behaviors
EF	004	Demonstrate good ethical characteristics and behaviors
EF	005	Differentiate between good and poor business ethics practices
EF	006	Match employee responsibilities to employer expectations
EF	007	Define discrimination, harassment, and equity
EF	008	Demonstrate non-discriminatory behavior
EF	009	Maintain confidentiality and sensitivity of company information
EG		WORKPLACE SKILLS
EG	001	Demonstrate consistently punctual arrival
EG	002	Document regular attendance
EG	003	Demonstrate enthusiasm and confidence about work and learning new tasks
EG	004	Demonstrate appropriate dress and hygiene for successful employment
EG	005	Demonstrate the ability to act in a polite and respectful way towards co-workers
EG	006	Demonstrate the ability to complete tasks on time and accurately
EG	007	Demonstrate the ability to make career decisions
EG	008	Prepare a resume and letter of application or interest
EG	009	Fill out an application for employment
EG	010	Participate in an employment interview
EG	011	Follow directions and procedures
EG	012	Be truthful in all communications with co-workers and supervisors
EG	013	Accept constructive criticism
EG	014	Demonstrate an ability to learn new skills and behaviors
EG	015	Demonstrate a willingness to work
EG	016	Demonstrate a willingness to learn
EG	017	Work with minimal supervision
EG	018	Plan and organize work
OCCUPATIONAL		
OA		MATH AND MEASUREMENT
OA	001	Create and interpret basic graphs and charts commonly used in manufacturing
OA	002	Match measurement activities to manufacturing processes
OA	003	Select and use appropriate measurement techniques and instruments
OA	004	Demonstrate proper general measurement techniques
OB		WORKPLACE SAFETY AND HEALTH
OB	001	Complete forms and paperwork as required
OB	002	Wear protective safety clothing as required
OB	003	Maintain and use protective guards and equipment on machinery
OB	004	Handle and store flammable materials appropriately
OB	005	Use electrical devices correctly and safely
OB	006	Prevent spontaneous ignition by practicing proper waste disposal habits
OB	007	Keep marked aisles clear of equipment and materials
OB	008	Interpret and display MSDS sheets as required
OB	009	Operate equipment in a safe, prescribed manner
OB	010	Follow established safety procedures when around machinery or equipment

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OB	011	Follow established safety procedures when using tools or operating machinery
OB	012	Operate hand tools in a safe, prescribed manner
OB	013	Locate power shutoff controls for all machinery and equipment
OB	014	Identify and report malfunctions to appropriate personnel
OB	015	Inspect material, equipment and fixtures for defects
OB	016	Determine weight and operating limits of equipment
OB	017	Perform periodic checks during operation to assure proper function
OB	018	Respond to emergencies in the appropriate manner
OB	019	Describe ergonomics and its importance to the manufacturing process
OC		QUALITY ASSURANCE
OC	001	Identify customer problems
OC	002	Determine causes of the problem
OC	003	Apply problem-solving system
OC	004	Recommend possible solutions
OC	005	Define SPC
OC	006	Define international quality standards and systems such as ISO/QS 9000
OD		BLUEPRINT READING
OD	001	Define basic blueprint terminology
OD	002	Interpret commonly used abbreviations and terminology
OD	003	Identify types of lines within a drawing
OE		WORKPLACE SKILLS
OE	001	Demonstrate safe, careful use, treatment and maintenance of tools, equipment, and machines
OE	002	Demonstrate basic mechanical skills
OF		LEARNING SKILLS
OF	001	Participate in product or process specific training and report significant information